

## LOUISIANA LITTER ABATEMENT GRANT PROGRAM

The Louisiana Department of Environmental Quality (LDEQ) may provide funds to local governments, 501(c)(3) organizations and quasi-governmental units for projects that further the administration and execution of the Keep Louisiana Beautiful Program. Funding for the program is contingent upon approval by the Legislature and Governor of House Bill 1 of the 2004 Regular Legislative Session. This program was created for the purpose of supporting community-based litter abatement programs. This solicitation of proposals contains the information necessary to prepare an application.

Applications should be submitted to DEQ for review, and awards will be made on a competitive basis. Maximum award will be \$20,000.00. Recipients must agree to comply with applicable state regulations included herein, and provide a twenty-five percent (25%) in-kind or cash match. Match (local cost-share) for an agreement must occur during the agreement term. Costs that occur before or after the agreement term will not be accepted as match.

Costs to the applicant for preparation and submission of the application are not allowable under the terms of this program.

Proposals must be received no later than noon **March 29, 2004**.

One original and five hard copies must be submitted to:

Department of Environmental Quality  
Environmental Assistance Division  
Litter Reduction Program  
P. O. Box 4313  
Baton Rouge, LA 70821-4313  
Attention: Pam Kimball

### Administrative Requirements and Procedures

#### **Program Description and Purpose**

This program is intended to establish funding assistance for the Keep Louisiana Beautiful Program. Allowable costs shall include, but not be limited to, the following:

1. Keep America Beautiful fees.
2. Keep America Beautiful pre-certification training, education, curriculums and workshops.
3. Law enforcement seminars.
4. Litter surveys.
5. Projects, services, activities, and operational costs of litter abatement programs.
6. Materials and services for program development and training.
7. Direct expenditures for materials that can facilitate litter reduction, recycling education, waste reduction, reuse, and general solid waste management programs.
8. Minimal advertising, public relations, and promotional materials necessary for publicity and promotion of program activities.
9. Salary of the litter reduction program coordinator.

#### **Funding**

Funding will be awarded on a competitive basis and **will be subject to the availability of funds. A twenty-five percent (25%) in-kind or cash match is required. Match (local cost-share) for an agreement must occur during the agreement term. Costs that occur before or after the agreement term will not be accepted as match.**

#### **Eligible Recipients**

Local governments, 501(c)(3) organizations and quasi-governmental units may apply for funding. **The tax ID number of the applicant must be included on the application.**

### **Allowable Costs**

Allowable costs shall be task based, consist of program related expenses, and may be incurred only after all contract conditions have been met and the contract document is executed.

We are not able to support inmate programs, therefore funding will not be allowed.

Administrative costs using state funds (other than the program coordinator's salary) shall not exceed twenty-five percent (25%) of the total state amount of the agreement.

Requested printing costs using state funds shall not exceed twenty percent (20%) of the total state amount of the agreement.

Supplies (e.g. weed eaters, edgers, or clean up equipment) shall not exceed \$500.00 per unit.

Third party or subcontracting is discouraged due to the increased administrative expenses.

### **Method of Compensation**

Compensation will be subject to the availability of appropriated funds. Recipients will be paid upon completion of project tasks. Invoices submitted for payment must accompany a monitoring report and be on the recipient's letterhead or the recipient's standard invoice form.

### **Evaluation Criteria**

1. **Project Description (25 points):** Provide a complete and clear description of project goals, activities, team members' qualifications and responsibilities, budget and timeline.
2. **Project Partners/Sustainability (25 points):** Provide letters of commitment from project partners confirming participation. Describe efforts to develop relationships and leverage resources from other organizations. Describe efforts and commitments to sustain or continue the program beyond the initial funding period.
3. **Measurability of Project Results (20 Points):** Explain approach to tracking and reporting results. This element should reflect only activities outlined in the individual proposal.
4. **Environmental Benefit(s) (20 Points):** Demonstrate a definite benefit to the environment.
5. **Costs (5 Points):** Projects under \$10,000.00 will receive 5 (five) points.
6. **Applicants (5 Points):** Applicants that have never received litter abatement grant money in previous years.

## **Program Submission Requirements**

### **Transmittal Letter and Authorizing Resolution**

A transmittal letter on official letterhead must accompany all applications. **A resolution must be signed by the applicant's governing body or authorizing agent and at a minimum be provided at the time of contract execution.**

### **Scope of Work**

Each application will include a narrative description of the proposed project. Sufficient detail should be provided to document activities and accomplishments associated with the proposed project. The narrative should be no more than 600 words in length. The scope of work should list the program goals, objectives, measurables, and a timetable.

### **Deliverables**

Deliverables will include, but not be limited to, a list of any events associated with the implementation of this project, completion of project tasks and interim reports as necessary. Progress reports are due to the Department on the following days as stated in the Cooperative Agreement: November 15<sup>th</sup>, February 15<sup>th</sup>, and May 15<sup>th</sup>. A final summary report is due no later than July 5<sup>th</sup> upon completion of this project.

### **Budget**

The budget will itemize the costs of the necessary tasks for the completion of the project. The cost of each task item should be inclusive of all expenses associated with the execution of that budget element. Budget should also include itemized costs of twenty-five (25%) in-kind or cash match. Payment will be made based on completion of the tasks.